



Tax Administrator

Chowan County, a small, rural county located in northeastern North Carolina, is seeking a self-motivated individual to fill the position of Tax Administrator. The offices and positions of the Tax Assessor and the Tax Collector are combined into one position. The Tax Administrator is responsible for listing, appraising, assessing all real and personal, maintenance of all property maps, property ownership changes, the collections of all current and delinquent taxes, and assessments for Chowan County. The position is also responsible for tax collections for the Town of Edenton by agreement.

Graduation from a four year college or university with a major business, economics, public administration, or related field preferred, and considerable experience in property appraisal, real estate, or related field including some supervisory experience. North Carolina Certified Assessor preferred. Salary range is based on education and experience.

Submit a Chowan County application (available at www.chowancounty-nc.gov) to Chowan County Human Resources.

Chowan County is an Equal Opportunity Employer and participates in E-Verify Systems.

**Chowan County
Human Resources Manager
Carrie Byrum
PO Box 1030
Edenton, NC 27932
252-482-8431 ext 2**